



441.3.1 - Final Grade Change

Purpose:

Bismarck State College will have rules and regulations governing the changing of final grades to ensure fairness and consistency.

Procedure:

Grades recorded and posted by the instructor in Campus Connection at the end of the course, except incomplete, are considered final. Grades may not be changed for students submitting additional work, exams, or materials past the last day of course.

Grades may be changed by the instructor to:

1. Correct human errors (error in computation, transcription or where some part of the student's work has been unintentionally overlooked)
2. Respond to fraud (plagiarism or cheating)
3. Accommodate an extenuating circumstance beyond the student's control.

An instructor may also request documentation supporting the extenuating circumstance. Extenuating circumstances may include:

- **Medical:** Letter from the Medical Physician on official letterhead listing specific dates and ability/inability to complete and/or attend class(es).
- **Military:** Orders listing dates of activation
- **Death of Immediate Family:** Funeral Service Bulletin showing relationship to deceased. Immediate family members include spouse/partner, children, stepchildren, foster-children, parent(s), step-parent(s), foster parent(s), sibling(s), , grandparent(s), grandchildren, and in-law(s).
- **Natural Disaster (personal):** Official newspaper article from area in residence.
- **Natural Disaster (work related):** Letter on official letterhead from employee's supervisor or employer's human resource department.

All grade change requests must include appropriate documentation supporting the reason for the change and follow the submission process outlined below:

1. On their own authority through the end of the next regular semester after a course is taken.
2. With the approval of the Assistant Dean and Academic Dean two or more regular semesters after the course is taken.
3. A final grade change should be submitted by completing the Admin-Final Grade Change form in CampusConnection under the BSC eForms tile.

The Academic Records Office will send notice to the student's campus email after grade change is complete.

Additional Guidelines for Final Grade Changes

- In the absence of the course instructor, the Assistant Dean or Academic Dean will complete the final grade change.
- Summer session is not defined as a regular semester for the purposes of this policy.
- Grades cannot be changed to a withdrawal (W) or an audit (AU) as those are not grade options.
- If the change of a final grade impacts academic standing and academic honors, the update will be reflected on the student's transcript.
- Grade changes cannot be submitted for a student who has graduated. Once graduated, a student's record cannot be altered for the completed degree. If the student begins a new program, grade changes can be submitted for courses taken towards the completion of the new degree.
- A student who wishes to appeal a final grade, if the grade assigned is perceived to be inaccurate or unwarranted, should consult the Final Grade Appeal Operational Procedure . The student bears the burden of providing sufficient evidence demonstrating justification for changing a grade.

References:

441.3.2 - Final Grade Appeal

History of This Procedure:

First policy draft April 9, 1990.

Revisions - October 22, 1991; September 1, 1992; June 6, 1998; approved by the Faculty Senate on October 4, 2012, reviewed by the Operations Council on October 24, 2012 and approved by the Executive Council on November 13, 2012. Reviewed by the Operations Council on April 10, 2013 and approved by the Executive Council on April 29, 2013; October 21, 2013, September 8, 2016; requested changes on February 6, 2018 by the Grade Appeals Committee, approved by the Faculty Senate on April 5, 2018, reviewed by the Operations Council on May 9, 2018 and approved by the Executive Council on May 9, 2018; reviewed by Campus Council on June 9, 2021 and approved by the Executive Council on July 1, 2021.

Converted to Operational Procedure: August 25th, 2025.

Approved by Vice President of Academic Affairs, Alicia Uhde on August 25th , 2025.